Setting Up iPhone with the UJS Exchange ActiveSync

To add an Exchange account to your iPhone or iPod touch, complete the following steps:

- Tap *Settings* from the iPhone home screen
- Within Settings tap *Mail, Contacts, Calendars*
- Tap *Add Account*
- Select the *Microsoft Exchange* option

    Note: Only one Microsoft Exchange Account can be configured per device

- On the *Enter your Exchange account information screen*, enter the following:

    - **Email:** john.doe@alacourt.gov
    - **Domain:** AOC
    - **Username:** john.doe
    - **Password:** 12+ character
    - **Description:** John Doe (AOC) [Note: This can be whatever the user prefers]

- Click *Next*

Your iPhone or iPod Touch will now try to locate your Exchange server using Microsoft's Auto Discovery Service. If the server cannot be located, the screen below will display. Enter the following in the **Server** field:

- UJS-exc1.alacourt.gov

Your iPhone or iPod Touch will now try to create a secure (SSL) connection to the Exchange Server.

- Choose what types of data to synchronize: *Mail, Contacts and Calendars*. **Note:** By default, only 3 days worth of email is synchronized. To synchronize more, go to *Settings*, then *Mail, Contacts, Calendars*, select the Exchange account, and tap on *Mail Days to Synch*.

Note: After configuring an Exchange ActiveSync account, the iPhone should give you the option to *add to* or *overwrite* your existing Calendar and Contacts on your iPhone. Additionally, iTunes no longer syncs contacts and calendars with your desktop computer. However, you may still sync your iPhone or iPod Touch wirelessly with MobileMe services.

- Click *Save*

Your iPhone / iPod Touch Exchange Account setup is complete.

For assistance setting up iPhone / iPod Touch for Microsoft Exchange ActiveSync, please contact the PCHelpDesk at 1-866-954-9411 Option 1, Option 1 or email PCHelp@alacourt.gov.

Setting Up iPhone with the UJS Wi-Fi

To setup your iPhone / iPod Touch with Wi-Fi, please complete the following steps:

- Click *Settings* from the iPhone home screen
- Click *Wi-Fi*
- Select *AOC*
- Enter your AOC Windows username and password
    - **Username:** john.doe
    - **Password:** 12+ character
- Tap *Join*
- You may be asked to accept a Certificate, tap *Accept*
- You should now see AOC as your selected Network
- The wireless icon will appear in the upper left portion of the screen.
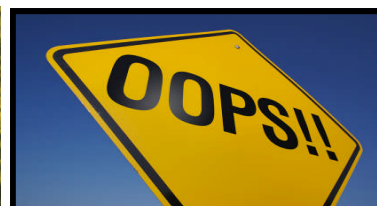
If you have any questions regarding the setup of Wi-Fi on your iPhone or iPod Touch, please contact the PCHelpDesk at PCHelp@alacourt.gov or call 1-866-954-9411 Option 1, Option 1.

Employee Recognition Program
Employee Years of State Service
for December 2009

We would like to recognize the following **Employees** who have reached a milestone in their career with the **State of Alabama** by attaining the mentioned years of state service (in **5** year increments only).

Please direct any questions regarding **S**tate **Y**ears of **S**ervice to Lisa Gilliland at (334) 954-5103 or email her at Lisa.Gilliland@alacourt.gov.

Robin Ford's name was incorrectly listed in last month's newsletter. We are sorry for any inconvenience.

Name	Years	County	Name	Years	County
DIANA L. BATTLES	30	DEKALB	HON. CLARENCE E. HAYNES	15	TALLADEGA
WANDA L. STIEFEL	25	DEKALB	ROBERT E. WIGGINS, JR.	15	JEFFERSON
PHYLLIS C. CHIARELLA	25	JEFFERSON	HON. LILLIE B. JONES-OSBORNE	10	GREENE
EUTOKA S. MCKINNEY	25	LEE	REBECCA F. HENDERSON	10	BESSEMER
SAMANTHA W. HOWARD	25	FAYETTE	DIANA W. BULLARD	10	MADISON
CAROL E. HAGGARD	20	WALKER	DEANA H. BLACK	5	MOBILE
HON. RICHARD J. LAIRD, JR.	20	CALHOUN	STACEY L. DRACH	5	MADISON
HON. ALLEN W. STEPHENSON	15	BUTLER	RICKY E. THOMAS	5	TUSCALOOSA